APPENDIX G

SAMPLE HISTORICAL RECORD FORMATS AND INSPECTION FORMATS

HISTORICAL RECORD—BUILT-UP ROOFS

BUILDING NO. _____ USED FOR _____
Permanent _____ Temporary _____ Year Roof was Applied _____
Kind of Roof Deck: Wood _____ Concrete slab _____ Concrete plank _____
Gypsum slab _____ Gypsum plank _____ Steel _____ Other _____
Slope of Roof: Flat _____ In. per foot _____
Area of Roof: Squares _____ (one square equals 100 sq ft)
Type of Built-Up Roof:
Asphalt: Aggregate Surfaced _____ Smooth Surfaced _____ Cold Process _____
Coal-Tar Pitch _____
Kind of Surfacing: Slag _____ Gravel _____ Crushed Stone _____
Promenade tile _____ Slate slabs _____ Mineral-surfaced cap sheet _____
Smooth-surfaced cap sheet _____ Other surfacing (name) _____
_____
Number of Plies of Felt: 2 _____ 3 _____ 4 _____ 5 _____
Kind of Felt: Organic (Rag) _____ Coated _____ Uncoated _____
Glass Fiber _____ Asbestos _____ Coated _____ Uncoated _____
Kind of Base Sheet: _____
Insulation: Yes _____ No _____ Thickness _____
Type of insulation _____
Where placed _____
Vapor barrier: Yes _____ No _____ Type of vapor barrier _____
Venting: Yes _____ No _____ Type _____
Flashings:
Base flashings: Metal _____ Kind of metal _____
Composition _____ Kind _____
Cant strip: Yes _____ No _____
Other (describe) _____
Counter or cap flashings: Yes _____ No _____
Through wall: Yes _____ No _____ Metal _____
Kind of metal _____ Composition _____ Kind _____
Other (describe) _____
Reglet (describe) _____
Previous Maintenance: (Describe briefly with dates)
Roof membrane: _____
_____
Flashings: _____
_____
Previous Repairs: (Describe briefly with dates)
Roof membrane: _____
_____
Flashings: _____
_____
Drainage System:
Roof drains: _____
Scuppers: _____
Gutters: _____
Downspouts: _____

HISTORICAL RECORD—ASPHALT-SHINGLE ROOFS

BUILDING NO. _____ USED FOR _____

Permanent _____ Temporary _____ Year Roof was Applied _____

Kind of Roof Deck: Sheathing boards _____ Thickness, in. _____

S.S. _____ T & G _____ Plywood _____ Thickness, in. _____

Underlayment: None _____ Saturated felt _____ Paper _____

Asphalt shingles _____ Wood shingles _____ Other _____

Slope of Roof, in. per ft: _____ Area of roof, squares _____

Type of Shingles:

Square butt strip shingles: Exposure, in. _____ Weight _____

per square Thick-butt _____ Uniform thickness _____

Fire protection class: _____

Tabs cemented: Factory applied adhesive _____

Field applied cement _____

Other: (describe) _____

Color of Roofing Granules: _____

Flashings:

Valley flashings: Roll roofing _____ Asphalt shingles _____

Metal _____ Kind of metal _____

Drip edge: Roll roofing _____ Asphalt shingles _____ Metal _____

Kind of metal _____

Vent flashings: (Describe) _____

Chimney and wall flashings: Roll roofing _____ Metal _____

Kind of metal _____

Previous Maintenance: (Describe briefly with dates)

Asphalt shingles: _____

_____

Flashings: _____

_____

Previous Repairs: (Describe briefly with dates)

Asphalt shingles: _____

_____

Flashings: _____

_____

Gutters and Downspouts

Type Metal _____ Gauge _____ Thickness _____ Weight _____

INSPECTION FORMAT: ANNUAL INSPECTION OF BUILT-UP ROOFS

BUILDING NO. _____ DATE OF INSPECTION _____

Roofing Membrane

General Appearance: Good _____ Fair _____ Poor _____

Water Tightness: No leaks _____ Leaks with long-continued rain _____
Leaks every rain _____

Reported Cause of Leaks: Weathering of roofing material _____
Faulty material _____ Faulty design _____ Faulty construction _____
Wind damage _____ Hail damage _____ Traffic on roof _____
Other mechanical damage (describe) _____
_____ Low spots (water ponding) _____
Failure of flashings _____ Failure of gravel stops _____
Other causes (describe) _____

Adhesion of Aggregate Surfacing to Bitumen: Good _____ Fair _____
Poor _____

Bare Areas: (Give approximate percentage of total roof area below)
Bituminous coating exposed[1] _____ Condition of coating:
Smooth _____ Alligatored _____ Cracked _____ Felt exposed _____
Felts disintegrated _____ Edges of felts curled _____ Blisters _____
(Give size range and approximate number per square if numerous) _____
_____
Cracked to allow water to enter: Yes _____ No _____
Buckles _____ Cracked to allow water to enter: Yes _____ No _____
Cracks in membrane _____ Through to roof deck: Yes _____ No _____
Fishmouths _____

General Condition of Roof Membrane: _____
_____

Treatment Recommended: _____
_____

Flashings:

Base Flashings:

Metal:

Deteriorated _____ Vertical joints open _____ Flanges of base metal flashing loose: Yes _____ No _____ Due to: Inadequate nailing _____ Not properly sealed with felt strips _____

Plastic:

Sagged or separated from parapet wall ___ Buckled _____
Cracked ___ Failure of base flashing: Weathering _____
Mechanical ___ Surface coating disintegrated: Yes _____
No ___ Vertical laps not cemented properly: Yes _____ No _____

Cap Flashings:

Metal:

Firmly embedded into vertical wall: Yes _____ No _____
Deteriorated _____ Vertical joints open _____ Not covering base flashing adequately: Yes _____ No _____

Plastic:

Surface coating disintegrated _____ Flashing felt disintegrated _____

Flashing Reglet:

Groove pointed sufficiently: Yes _____ No _____
Recommended Treatment: _____
_____

Gravel Stop: Condition of Metals _____ Stripped in properly _____
Separated from roof membrane ___

[1] Surfaced roofs only

Drainage System (describe defects)

Roof drains _____

Scuppers _____

Gutters _____

Downspouts _____

Recommended Treatment: _____

_____

Parapet Walls:

Mortar joints deteriorated _____ Settlement cracks in walls _____

Joints in tile coping open _____ Concrete coping cracked _____

Other defects (describe) _____

Recommended Treatment: _____

_____

INSPECTION FORMAT: ANNUAL INSPECTION OF ASPHALT-SHINGLE ROOFS

Note. Asphalt-shingle roofs should never be walked upon directly. When it is necessary to get on a roof, ladders or boards with cleats nailed to them should be used to distribute the weight.

BUILDING NO. _____ DATE OF INSPECTION _____

Asphalt Shingles

General Appearance: Good _____ Fair _____ Poor _____

Water Tightness: No leaks _____ Leaks with long-continued rain _____
Leaks every rain _____

Reported Cause of Leaks: Weathering of shingles _____
Faulty material _____ Faulty design _____ Wind Damage _____
Faulty application: a. Nailed too high _____ b. Too few nails _____
c. Exposure too great _____
Hail damage _____ Traffic on roof _____ Other mechanical damage (describe) _____

Failure of flashings _____ Where _____
Other causes (describe) _____

Condition of Shingles: Apparently unchanged _____ Buckled _____
Blistered _____ Loss of Granules: Slight _____ Medium _____
Severe (bare areas) _____ Curled _____ Tabs Missing _____
Asphalt coating damaged (hail, etc.) _____ Coating alligatored or cracked _____ Other defects (describe) _____

General Condition of Asphalt-Shingle Roof: _____

Treatment Recommended: _____

Flashings: (Describe condition if defective.)

Chimney flashings:	Satisfactory _____	Defective _____
Wall flashings:	Satisfactory _____	Defective _____
Ridge flashings:	Satisfactory _____	Defective _____
Vent flashings:	Satisfactory _____	Defective _____
Valley flashings:	Satisfactory _____	Defective _____
Edge flashings:	Satisfactory _____	Defective _____

Drainage System: (Describe condition if defective.)

Gutters:	Satisfactory _____	Defective _____
Downspouts:	Satisfactory _____	Defective _____

Treatment Recommended: _____